



STATEWIDE MANAGEMENT, ACCOUNTING AND REPORTING TOOL

Participant Guide – PC362: Managing Grants

State of Kansas



PC362: Managing Grants Participant Guide

Statewide Management, Accounting and Reporting Tool



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Course Overview

Course Objectives

Upon completion of the course, you will be able to:

- Create and manage grants
- Close grants
- Integrate grants with other SMART modules

Agenda

Today, we will cover the following topics:

- Defining Key Terms for Grants
- Understanding Grants Processes
- Creating a Grant Proposal and Proposal Budget
- Copying an Existing Proposal
- Submitting a Proposal
- Creating an Award
- Understanding Award/Grant Management
- Updating Awards
- Reviewing Award Projects
- Reviewing Award Project Activities
- Updating Award Contracts
- Updating Award Budgets
- Understanding Grant Closure
- Running Federal Grant Reports
- Reviewing Cost-Shared Amounts

Participant Notes:

Lesson 1: Understanding Grants

Objectives

Upon completion of this lesson, you will be able to:

- Define basic grants terms, including grant, proposal, award, project, activity, customer contract, institution, sponsor, sub-recipient, professional, facilities and administrative (F&A) costs, cost sharing, pre-award spending, grants budgeting, and CFDA
- Explain the end-to-end process for grants and describe how Grant Management fits into the end-to-end process for Projects, Contracts, and Grants
- List roles involved in the grants process and describe tasks performed by each role



Key Terms

- **Grant** – An award of money from a Sponsor for a project
- **Proposal** – An “umbrella” that contains all the proposal details for one sponsor
- **Award** – Executed agreement between an institution and a sponsor
- **Project** – An organized endeavor for which costs are incurred that has a defined beginning and ending purpose for which costs need to be accumulated and reported
- **Activity** – Tasks or subcomponents associated with a project that represents a breakdown of collected costs. At least one activity must be defined for each project.
- **Customer Contract** – The document that defines how the Grantee bills and recognizes revenue from a Sponsor. Gateway between Project Costing and Billing.

Participant Notes:

- **Institution** – A State of Kansas agency that receives funding from a Sponsor for a grant or project
- **Sponsor** – An external entity or source that funds programs, research, and other projects
- **Sub-Recipient** – Companies or institutions that receive funds under a primary award
- **Professional** – An individual who is included in a grant proposal as a grant-funded employee, for workflow purposes, or both
- **Facilities and Administrative (F&A) Costs** – Overhead costs associated with the grant, also known as indirect costs
- **Cost Sharing** – Component of a proposal that represents the part of the project that the sponsor does not fund (Cost sharing is synonymous with the term ‘match’ or ‘matching funds’ and includes both hard-dollar and in-kind contributions)
- **Pre-Award Spending** – Money spent for a project (against a grant) prior to the formal award of the proposal by the sponsor
- **Grants Budgeting** – The process of capturing budget line details to support both a pre-award (proposal) budget and a post-award (award) budget
- **CFDA (Catalog of Federal Domestic Assistance number)** – This number is how the Federal government tracks its funding programs when issuing grant awards

Participant Notes:

Topic 1: Understanding Grants Processes

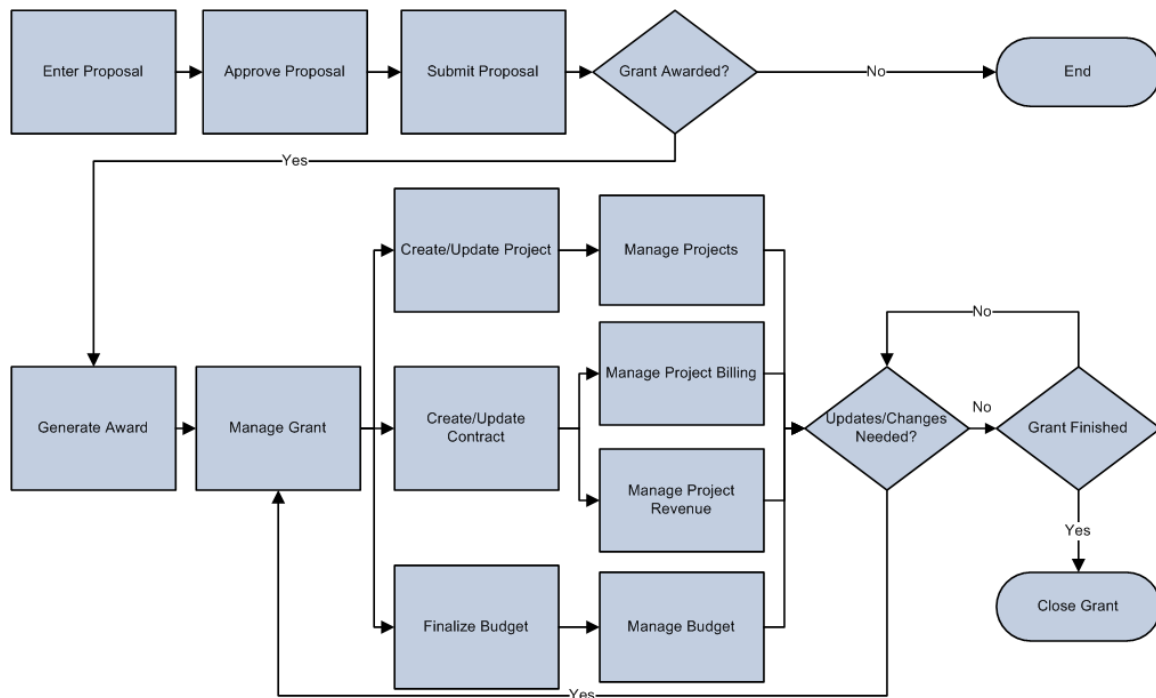


Figure 1. End to End Grants Process

- Grants leverages functionality that is delivered within Contracts, Project Costing, General Ledger, and Billing to provide a fully integrated Grants Management solution

Participant Notes:

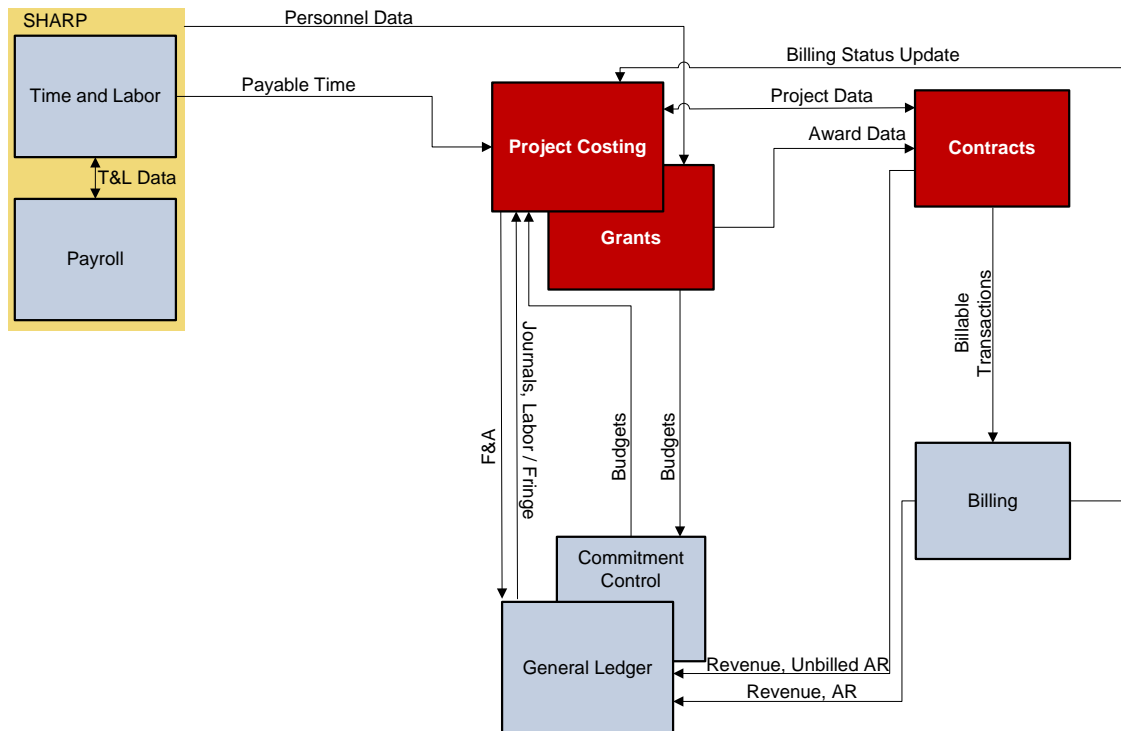


Figure 2. Grants Integration Process Flow

Topic 2: Understanding Grant Roles

- There are three roles involved in Managing Grants

Role	Description
Agency Grants Manager	Enter, reviews and analyzes proposals and awards and understands the integration with other SMART modules
Agency Grants Approver	Approves proposals and understands the

Participant Notes:

Role	Description
	integration with other SMART modules. Note: This role is optional and only for agencies using workflow.
Agency Grants Maintainer	Maintain configurations to agency-maintained grants tables

Table 1. Grants Roles

Lesson Review

In this lesson, you learned to:

- Define the key terms and roles for managing grants
- Explain Grants processes
- List roles involved in the Grants process and understand tasks associated with each role



Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Website – Projects/Grants materials
- OMB Circular A-87, 2 CFR Part 225, "Cost Principles for State, Local, and Indian Tribal Governments"
- OMB Circular A-102, "Grants and Cooperative Agreements with State and Local Governments"
- Grants Management Common Rule for State and Local Government (codified in each federal agency's set of CFRs)
- OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
- Grant Award Agreements

Participant Notes:

Lesson 2: Creating Grants

Objectives

Upon completion of this lesson, you will be able to:

- Create and submit a grant proposal with a proposal budget
- Create part of a grant proposal by copying information from a previous proposal
- Create an award
- Define pre-award spending for a grant

Topic 1: Creating Grant Proposals and Proposal Budgets

- A proposal is an “umbrella” that contains all the proposal details for one grant, used by the sponsor to evaluate the merits of the request and make the decision to award a grant
- Each proposal requires at least one project
- After creating a proposal, you can view the proposal data and any subsequent changes via the **Proposal Audit Logs**. The audit trail is accumulated automatically and tracks changes (add, delete, or modify) to important data elements in the proposal.
- The proposal budget captures budget line details that support your pre-award and post-award functions
- The proposal budget includes direct costs (such as personnel, equipment and supplies), cost sharing, and facilities and administration costs

Participant Notes:

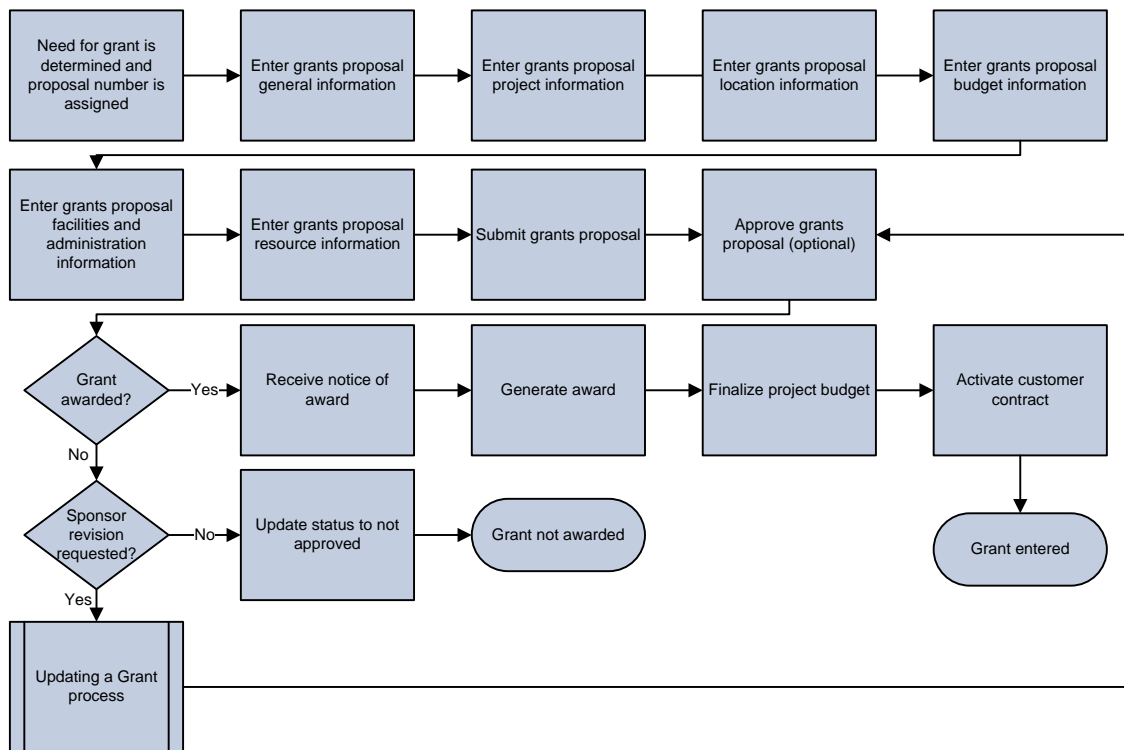


Figure 3. Entering a Grant Process

Participant Notes:

Page Name	Navigation
Proposal	Grants>Proposals>Maintain Proposal>Proposal

[Proposal](#)
[Projects](#)
[Budgets](#)
[Resources](#)
[Certifications](#)
[Reports](#)
[Attachments](#)
[Schema Attachments](#)

Proposal ID: NEXT
 Description:
 Opportunity Number:

Version ID: V101
 Currency: USD

*Title: [Description](#)
 *PI ID:
 *Sponsor ID:
 Pre-Award Administrator:
 Purpose:
 *Proposal Type: New
 Confidence %:

Status

*Proposal Status:
 Submit Status: Not Submitted
 Generate Status: Not Generated
☐ In Approval Process

☒ Facilities & Admin Requested
☐ Foreign Application/Component ☐ Template Proposal
☐ NIH Modular Grant
☐ Grants.Gov Proposal

[Due By](#) [Budget Express](#) [Additional Information](#) [CFDA](#)

*Start Date: 02/22/2010 *End Date: No. Periods:

Figure 4. Proposal Top of Page

Participant Notes:

* Start Date: 10/13/2009 * End Date: No. Periods: Build Periods

Budget Periods Customize | Find | First 1 of 1 Last

Details PHS Incomes

Period	* Start Date	* End Date	Target Sponsor Budget
1			

Target Sponsor Budget:

Go To: [Location](#) [Protocols](#) [Component](#) [Setup Level](#) [Keywords](#) [Gender & Minority Study](#) [Trainee](#) [Attributes](#) [Schemas](#)

Return To: [My Proposals](#)

[Return to Create and Amend](#)

Save Notify Refresh Add Update/Display

[Proposal](#) | [Projects](#) | [Budgets](#) | [Resources](#) | [Certifications](#) | [Reports](#) | [Attachments](#) | [Schema Attachments](#)

Figure 5. Proposal Bottom of Page

Fields	Description
Description	Enter a long description for the proposal
Title	Enter a title for the proposal. The title entered in this field is used by SMART during the Generate Award process to populate the description field for the award/contract. To enter a more descriptive title, click the Description link.
PI ID	Enter the employee ID for the principle investigator for the proposal. Note: Only employees who have the Eligible PI check box selected on the Employee Data page appear in this drop down box.
Sponsor ID	Select the ID of the organization that is sponsoring the grant
Purpose	Select a proposal purpose from a list of entries that are defined by the institution
Proposal Type	Select a proposal type from the available options

Participant Notes:



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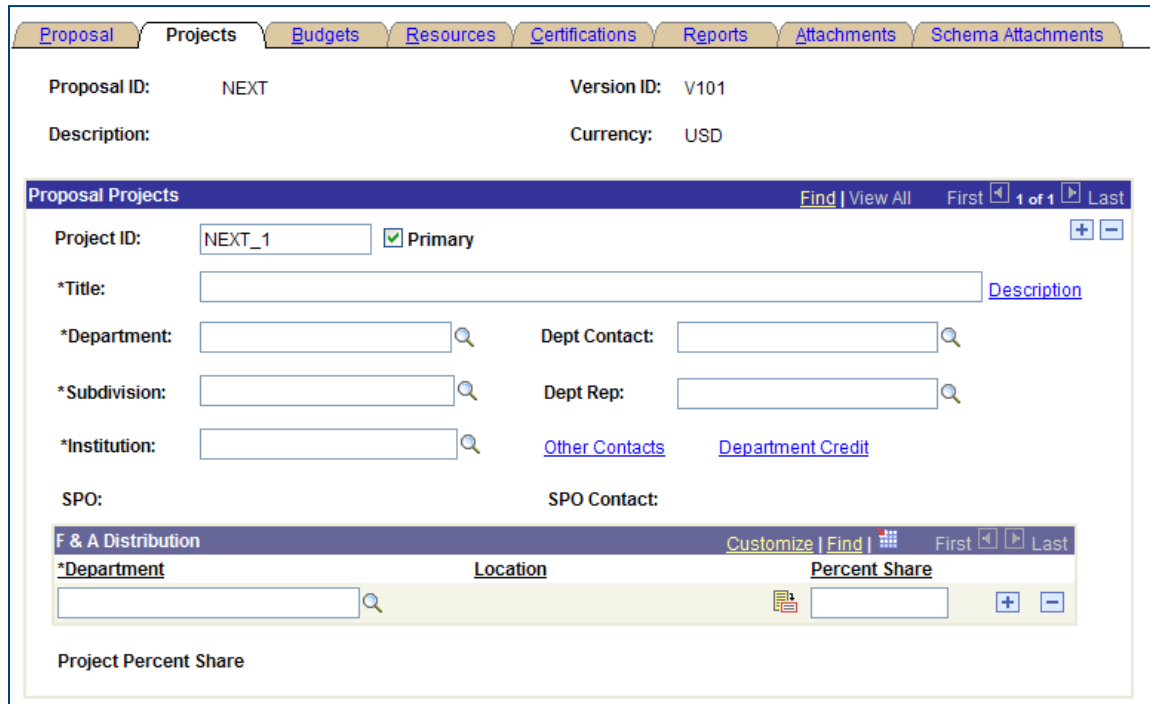


Fields	Description
CFDA	Enter the CFDA number that relates to the proposal. This field is a link to the CFDA page, where you can enter one or more CFDA numbers. Note: CFDA is a ChartField attribute of fund for both transactions and reporting
Facilities and Admin Requested	Select to indicate that the institution is requesting indirect cost recovery. Note: If you leave this option blank, SMART resets the F&A amounts in the budget to zero and deletes the F&A rates.
Start Date and End Date	Enter the start date and end date for the proposal. SMART automatically creates the overall budget with the same dates.
Number of Periods	Enter the number of periods for the budget
Build Periods	Click the Build Periods button to create the budget periods for the proposal

Table 2. Proposal Fields

Participant Notes:

Page Name	Navigation
Projects	Grants>Proposals>Maintain Proposal>Projects



The screenshot shows the 'Projects' page in the SMART system. At the top, there are tabs for Proposal, Projects, Budgets, Resources, Certifications, Reports, Attachments, and Schema Attachments. Below the tabs, there are fields for Proposal ID (NEXT), Version ID (V101), Description, and Currency (USD). The main section is titled 'Proposal Projects' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. Below this, there are fields for Project ID (NEXT_1), Title, Department, Subdivision, Institution, SPO, and SPO Contact. There are also links for 'Description', 'Other Contacts', and 'Department Credit'. At the bottom, there is a table for 'F & A Distribution' with columns for Department, Location, and Percent Share.

Figure 6. Projects Page

Fields	Description
Project ID	Displays the project ID, which you can edit. When you first create a draft proposal, SMART automatically creates the first project and budget header with ID of <i>Next_1</i> . Although you can accept the default Project ID, it is recommended that you change the Project ID to reflect the Grant Proposal ID.

Participant Notes:


Fields	Description
Primary	Select to indicate that this is the primary project in the proposal
Title	Displays the proposal title, which you can change
Department	Choose the department value that is responsible for the proposal.
Subdivision	Choose the department value that is responsible for the proposal.
Institution	Choose the institution value based on the agency submitting the proposal.
Dept Contact	Select the name of the individual who is the department contact. Only people added as department contacts in the Department Contact setup page will be listed on the prompt table.
Dept Rep	Select the name of the department representative
<i>F & A Distribution section</i>	
Department	Select the department that is collaborating on the project. If more than one department exists for the project, add a row for each department participating.
Location	Displays the location code that is associated with the department
Comment 	Click to add comments to explain departmental collaborations
Percent Share	Enter the respective percentage share for each department that is included in the project. The total percentage must equal 100 percent.

Table 3. Projects Fields

Participant Notes:

Page Name	Navigation
Location	Grants>Proposals>Maintain Proposal>Location

Proposal
Projects
Budgets
Resources
Certifications
Reports
Attachments
Location

Proposal ID:
GM-000000121
Version ID:
V101

Description:
Test Proposal

Proposal Project
Find | View All
First
1 of 1
Last

Project ID:
000000000000092
Title:
Test Proposal

Location
Find | View All
First
1 of 1
Last

*Location:
FMS_1
Description:
Location #1
Foreign
Primary

*Congressional District:
Phone:

Country:
USA
United States
Ext:

Address 1:
111 10th Ave
Fax:

Address 2:

Address 3:

City:
Topeka

County:
Postal:

State:
KS
Kansas

Figure 7. Location Page

Fields	Description
Location	Select a code to display the information from the location table. When you select a site, the system populates the address information fields. You can also add new locations and enter information in the specific address and phone fields.

Participant Notes:

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Final

Fields	Description
Primary	Select to indicate that this location is the primary location. Each proposal can have only one primary location. The primary location exists on the primary project. The system sets the first location on the primary project as the primary location.

Table 4. Location Fields

Page Name	Navigation
Budgets	Grants>Proposals>Maintain Proposal>Budgets

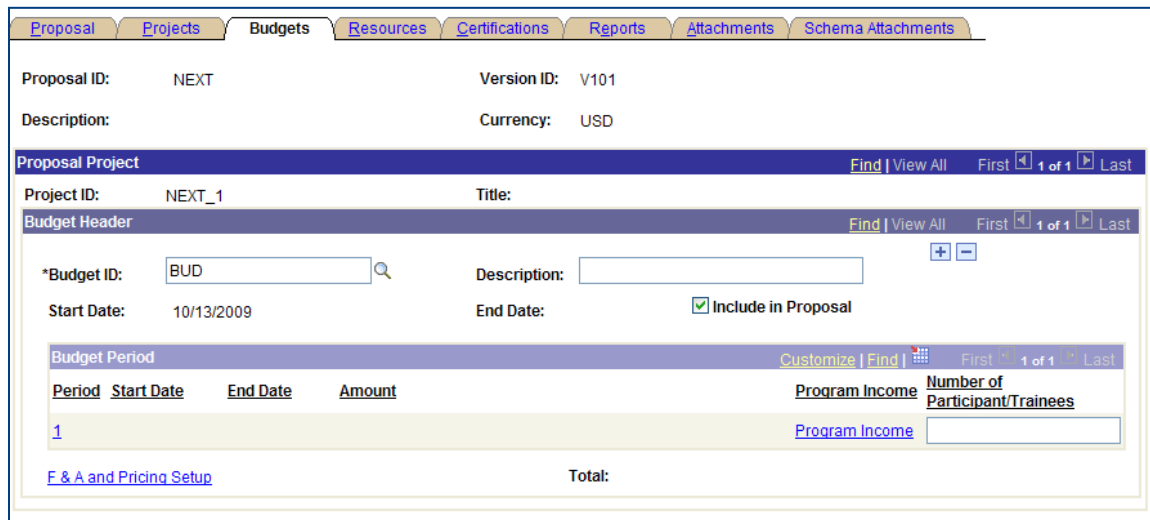


Figure 8. Budgets Page

Participant Notes:



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Fields	Description
Budget ID	Displays the default budget ID of each project. This becomes the Activity ID in Project Costing. If there is only one project, it is recommended to name the Budget ID the same as the Project ID.
Description	Displays the proposal title description
Start Date and End Date	Displays the start and end dates that you entered on the Projects page
Include in Proposal	Select to include budget header data in the proposal
F&A and Pricing Setup(facilities and administration and pricing setup)	Click to access the F&A and Pricing Setup page to enter F&A setup for the institution, sponsor, and budget. Note: this page is only needed if your agency is using Grants to autocalculate F&A.
Total	Displays the grand total for all budget periods within a project

Table 5. Budget Fields

Participant Notes:

Page Name	Navigation
F & A and Pricing Setup	Grants>Proposals>Maintain Proposal>Budgets>F & A and Pricing Setup link

F & A and Pricing Setup

Proposal ID: GM-000000000000000000093 Version ID: V101
 Description: Test Budget ID: BUD
 Project ID: 000000000000000048

☒ Institution Minus Funded ☐ Sponsor Minus Funded

Contracts Related

*Pricing Method: As Incur
 *Product: GRANTS_AS_INCURRE

F&A Set Up Find | View All First 1 of 1 Last

*Rate Type: S_ALL All Locat

Institution

FA Base: SAL Salaries Only

Institution Rates Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 FA Rate %: 2.90

Sponsor

☒ Same as Institution

FA Base: SAL Salaries Only

Sponsor Rates Find | View All First 1 of 1 Last

Effective Date: FA Rate %:

Budget

FA Base: SAL Salaries Only

Budget Rates Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 FA Rate %: 2.90

Figure 9. F & A Pricing Setup Page

Participant Notes:

Fields	Description
Institution minus Funded	Select to use the sponsor's F&A rate for calculating the cost-sharing F&A
Sponsor Minus Funded	Select to use the institution's F&A rate for calculating the cost-sharing F&A
Pricing Method	<p>Select either <i>As Incur</i> or <i>Fixed</i> to indicate the type of contract. Because fixed-fee and rate-based are by activity, rate-based activities can be on separate contract lines because the Product value that you select is from a prompt table. Different product IDs force different contract lines.</p> <p>Most grants will use the default pricing method of <i>As Incur</i>.</p>
Product	<p>Select the product for the contract line. You can identify a distinct product within each activity.</p> <p>Most grants will use the default product of GRANTS_AS_INCURRED.</p>
Rate Type	Choose the rate type that is associated with the project. Must choose the rate type your agency has identified for its F&A rates

Table 6. F & A Pricing Setup Fields

- Enter the Budget Item **FACADM** for Facilities and Administration on the **Enter Budget Detail** page if your agency is not using the Grants module to autocalculate F&A
- To bill for F&A costs when not using system-calculated F&A, users must split-fund each project transaction to include the F&A percentage on the transaction and use the designated F&A account code (773200). SFA (Sponsor Funded F&A) analysis should not be added directly in Project Costing because it is reserved for system-calculated F&A processing




Participant Notes:

Page Name	Navigation
Enter Budget Detail	Grants>Proposals>Maintain Proposal>Budgets>Period Link


Enter Budget Detail

Proposal: GM-000000142 Currency: USD
Version: V101 Start Date 10/13/2009 End Date 12/31/2009
Title: Test ☐ Modular?

Project ID: 000000000000103 Budget Period: 1 [Overall Cost Share](#)
Budget ID: BUD Start Date: 10/13/2009 End Date 10/31/2009 [View FA Rate](#)

Details, CostShare, Justification Customize | Find |  First  1 of 1  Last

Line Data **More Line Data**

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10				0.00	0.00	Cost Share	<input type="checkbox"/>		

Sponsor Direct:	0.00	Sponsor F&A:	0.00	Total Sponsor Budget:	0.00
Institution Cost Share:	0.00	Institution Cost Share F&A:	0.00	Total Inst C/S Budget:	0.00
Third Party Cost Share:	0.00			Total TP C/S Budget:	0.00
Total Direct:	0.00	Total F&A:	0.00	Total Budget:	0.00

[Return To Maintain Proposal](#)

Figure 10. Enter Budget Detail Page


Fields	Description
Budget Item	Select each budget item
Description	Displays the Budget Item description, which you can change
Details 	Enter detailed information about each budget item
Total Direct	Enter the total direct budget amount for each budget item

Table 7. Enter Budget Detail Fields

Participant Notes:



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Page Name	Navigation
Budget Detail	Grants>Proposals>Maintain Proposal>Budgets>Period Link>Details icon

Budget Detail

Budget Period: 1 Start Date: 01/21/2010 End Date: 01/21/2010
Budget Line Number: 10 Budget Item: CONSTR Construction

Description	Total Direct	Start Date	End Date	Quantity	Unit Cost		
Supplies	50,000.000	01/21/2010	01/21/2010			+	-
Materials	25,000.000	01/21/2010	01/21/2010	2.00	12,500.0000	+	-

Total Direct Budget: 75,000.000

OK Cancel

Figure 11. Budget Detail (CONST Budget Item) Page

Participant Notes:

Page Name	Navigation
Personnel Detail	Grants>Proposals>Maintain Proposal>Budgets>Period Link>Details icon

Personnel Detail

Budget Period: 1 Start Date: 01/20/2010 End Date: 07/20/2010
 Budget Line Number: 30 Budget Item: SALARIES Salaries & Wages

Details Find | View All First 1 of 1 Last

Row No: 1

Name: Smart, Jordan P ID: 00023735524 Empl Class:
 Role: Principal PI Job Code: 021000 Professor
 Investigator Rate Type: Regular

Appointment Type: ☐ Calendar ☐ Academic ☐ Summer

Start Date: 01/20/2010 End Date: 07/20/2010 Months: 6.03 Effort Pct: 100.00

Cost of Living: Date: 01/01/1901

Increase Pct: Date:

Merit Increase Pct: Date:

Salary	Fringe
Annualized Salary: 170,691.30	Annual Fringe Amt:
Fixed Salary Amt:	Fringe Rate:
Budget Salary: 85,819.79	Fixed Fringe Amt:
	Budget Fringe: 0.00

Total Salary: 85,820.00 Total Fringe: 0.00 Avg Effort Pct: 100.00

OK Cancel

Figure 12. Personnel Detail (Salaries Budget Item) Page

- By using the Budget Detail page employees may be added as resources to a proposal. Fringe benefits may be added as a single budget line item for all employees. This page can be used to auto-calculate fringe costs for individual employees based on salary and fringe rate.

Participant Notes:

Page Name	Navigation
Cost Share	Grants>Proposals>Maintain Proposal > Cost Share link

Cost Share

Budget Period: 1 Start Date: 01/21/2010 End Date: 01/21/2010
 Budget Line Number: 10 Budget Item: CONSTR Construction

Cost Sharing

Total Direct: 75,000.000 Cost Share Percent: 20.00
 Sponsor Direct: 60,000.000 Cost Share Direct: 15,000.000

Cost Sharing Distribution

Institution Find | View All First 1 of 1 Last
 *Department 034000 Adjutant General C/S Pct 100.00 C/S Direct 15,000.00

Third Party Find | View All First 1 of 1 Last
 Description C/S Pct C/S Direct

Distribution Totals: 100.00 15,000.000

OK Cancel

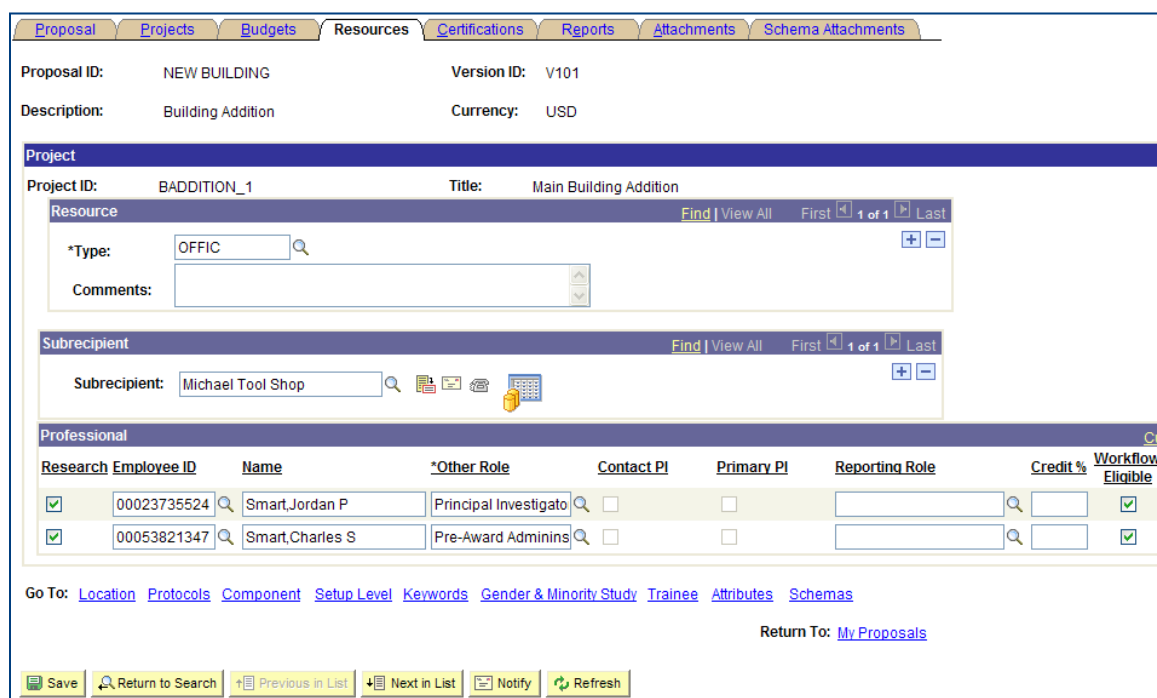
Figure 13. Cost Share Page

Participant Notes:

Fields	Description
Cost Share Percent	Select percent of Institution cost share
Department	Select Department for cost share
C/S Percent	Select percent for Department. Multiple departments may be selected as long as C/S Percent totals 100%

Table 8. Cost Share Fields

Page Name	Navigation
Resources	Grants>Proposals>Maintain Proposal>Resources



The screenshot shows the 'Resources' page in the SMART system. At the top, there are tabs for Proposal, Projects, Budgets, Resources (selected), Certifications, Reports, Attachments, and Schema Attachments. Below the tabs, the Proposal ID is NEW BUILDING, Version ID is V101, Description is Building Addition, and Currency is USD. The Project section shows Project ID BADDITION_1 and Title Main Building Addition. The Resource section has a search bar with 'OFFIC' entered and a 'Find' button. The Subrecipient section shows a search bar with 'Michael Tool Shop' entered. The Professional section is a table with columns: Research, Employee ID, Name, *Other Role, Contact PI, Primary PI, Reporting Role, Credit %, and Workflow Eligible. It lists two professionals: Smart, Jordan P. (Principal Investigator) and Smart, Charles S. (Pre-Award Adminins). At the bottom, there are links for Go To: Location, Protocols, Component, Setup Level, Keywords, Gender & Minority Study, Trainee, Attributes, and Schemas. A 'Return To: My Proposals' link is also present. At the very bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.

Figure 14. Resources Page

Participant Notes:





Fields	Description
Type	Select a resource type
Subrecipient	Select the subrecipient whom you want to add to the proposal
Agreement Details 	Click the Agreement Details button to go to the Agreement Details page to enter details about the subrecipient.
Location Details 	Click the Get Location Details button to go to the Subrecipient Location page to enter subrecipient location and address information.
Contact Details 	Click the Get Contact Details button to go to the Subrecipient Contact page to enter subrecipient contract information.
Vendor Budget 	Click the Vendor Budget button to go to the Subrecipient Budget page to enter subrecipient budget information.
Research	Select this option if you are listing a person whose name appears on the form and is part of the project team during the project generation process. Clear this option if you are listing a person only for workflow approval process. If unselected, you can add the same person with multiple workflow roles.
Employee ID	Select the ID of the professional whom you want to add to the proposal
Name	Displays the name of the professional who is associated with the ID that you selected in the ID field
Other Role	Select the professional's role in the project. Options include are in Table 9 below.

Table 9. Resources Fields

Participant Notes:

Role	Description
AUTH	Authorized Personnel
AWPI	Award PI
CPI	Co-PI
DHD	Department Head
DPTC	Department Contact
DPTR	Department Representative
IO	Institutional Officer
KEY	Key Personnel
OTH	Other
PAA	Pre-Award Administrator
PI	Principal Investigator
SPO	Sponsored Projects Official
WADM	Grants Administrator
WCPI	Award Co-PI
GMM	Grants Manager
FNAP	Final Approver
GPP	Grants Preparer

Table 10. Grants Role Types

- Select the **Workflow Eligible** checkbox if your agency is using Workflow for the approval process. Note: How ever many approval roles your agency has designated for your approval process those roles must be added to the **Professional** section of the **Resources** tab before you can submit the proposal. A Principal Investigator (defaults and comes from Proposal page) and Pre Award Administrator (can be designated on the proposal page) must be included as a minimum for the workflow process to be triggered.
- If this checkbox is selected, the proposal must be approved by each individual listed after the **Start Approval Process** button is selected

Participant Notes:



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Page Name	Navigation
Certifications	Grants>Proposals>Maintain Proposal>Certifications

Proposal **Projects** **Budgets** **Resources** **Certifications** **Reports** **Attachments** **Schema Attachments**

Proposal ID: 01.GM.01.03-8 Version ID: V101
Description: 01.GM.01.03 - Prop#8 Currency: USD

Project Find | View All First 1 of 2 Last
Project ID: 000000000000077 Title: 01.GM.01.03 - Project #8A

Certification Customize | Find | First 1 of 1 Last
Certification Info Review and Status

*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Expiration Dt	Assurance Number	Exemption Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does this project Have an actual or potential impact on the environment? ☐ Yes ☒ No ☐ Proprietary/Privileged

If yes, please explain

If this project has an actual or potential impact on the environment, has an exemption been authorized or an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) been performed? ☐ Yes ☒ No

If yes, please explain

Figure 15. Certifications Page_Top

Participant Notes:

Does this project involve activities outside of the United States or partnerships with international collaborators? ☐ Yes ☒ No

If yes, identify countries:

Optional Explanation.

***IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**

a. YES ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

Date

b. NO ☐ PROGRAM IS NOT COVERED BY E.O 12372; OR

☐ PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

☐ Is this application being submitted to other agencies?

What other Agencies?

Figure 16. Certifications Page_bottom

Participant Notes:



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Fields	Description
Certification Code	Select the certification codes that are associated with the proposal
Certification Date	Select the certification date for each code
Indicator	Select the certification indicator. Values are <i>N/A</i> , <i>No</i> , <i>Pending</i> , and <i>Yes</i>
Certified By	Select the name of the person who authorized the certification
Approval Date	Select the date on which the certification was approved
Expiration Date	Select the date on which the certification expires. The generate process brings this date forward to the award
Assurance Number	Enter the assurance number that is associated with the certification
Exemption Number	Enter the exemption number that is associated with the certification

Table 11. Certification

Participant Notes:

Page Name	Navigation
Reports	Grants>Proposals>Maintain Proposal>Reports

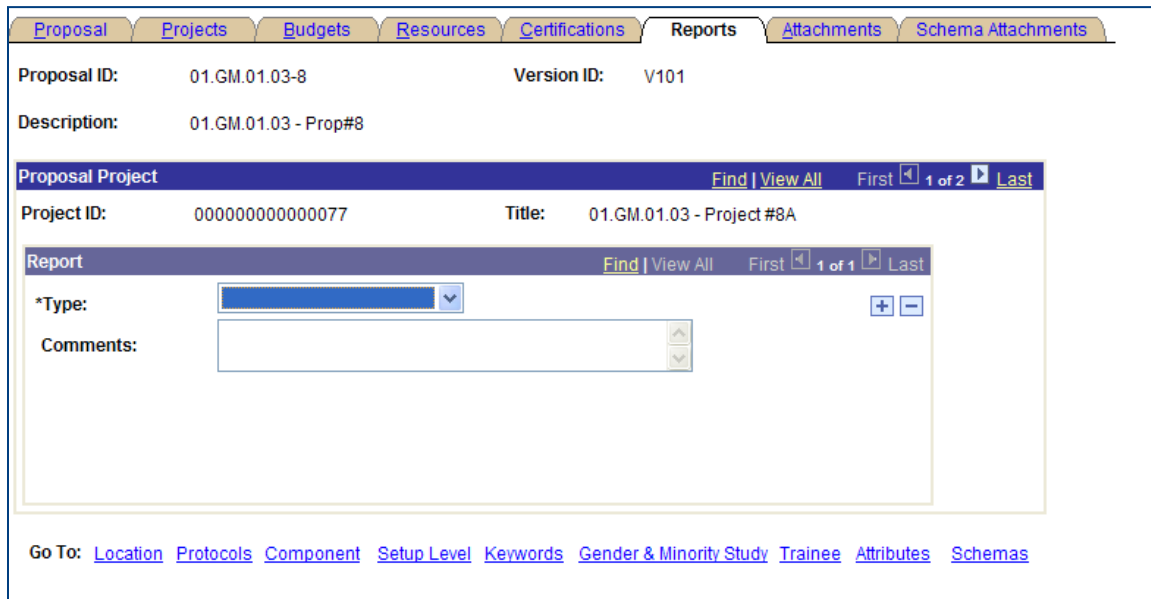


Figure 17. Reports Page

Fields	Description
Type	Select type of report
Comments	Enter any comments regarding the report

Table 12. Reports

- Use the Attachments tab to attached documentation related to your grant. This functionality is used to store the Statement of Work, Grant Application/Guidelines, and Award documentation associated with the grant. You should NOT attach invoices or copies of invoices in this tab.

Participant Notes:

Page Name	Navigation
Attachments	Grants>Proposals>Maintain Proposal>Attachments



Figure 18. Attachments Page

Page Name	Navigation
Upload Attachment	Grants>Proposals>Maintain Proposal>Attachments>Add Attachments Link



Figure 19. Upload Attachment

Participant Notes:




Fields	Description
Add Attachment 	Click the Add Attachment button to attach a document to the proposal Note: The system does not track changes to external documents.
Browse	Click to search for the document that you want to attach to the proposal. This button appears after you click the Add Attachment button.
Upload	Click to attach the file to the proposal and return to the Documents page. This button appears after you click the Add Attachment button.
Delete Attachment 	Click the Delete Attachment button to delete a document. This button appears only after you attach a document to the page.
View Attachment 	Click the View Attachment button to view the attachment. This button appears only after you attach a document to the page.

Table 13. Attachments

Participant Notes:

Page Name	Navigation
Review Proposal Audit Log	Grants>Proposals>Review Proposal Audit Logs

[New Window](#) | [Help](#) | [Customize](#)

Header

[Projects](#)
[Resources](#)

Unit: 03400
Proposal: GM- V101 Test
00000000000000000000093

Proposal Authorization

[Customize](#) | [Find](#) |

First
1 of 1
Last

Log Info

[More Log Info](#)

User	Action	Date/Time	EmplID	Name	Short Title	Sponsor
FMSAROBINSON	Add	01/21/2010 2:10:18.000000PM	00023735524	Smart,Jordan P	Test	DHHS

Note: Change and Delete actions reflect field values prior to modification.

Save

Return to Search

Notify

Header | [Projects](#) | [Resources](#)

Figure 20. Proposal Audit Log



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Creating Grant Proposals.



Walkthrough/Activity

We will now complete Activity 1: Creating Grant Proposals in your Activity Guide.

Participant Notes:

Topic 2: Copying Existing Proposals

- Create new proposals from existing proposals for different proposal date ranges
- You can copy a proposal ID, a version ID, any number of its child projects, and selected proposal budgets and periods from one proposal to another without re-entering data
- This feature saves you time by avoiding entering duplicate information

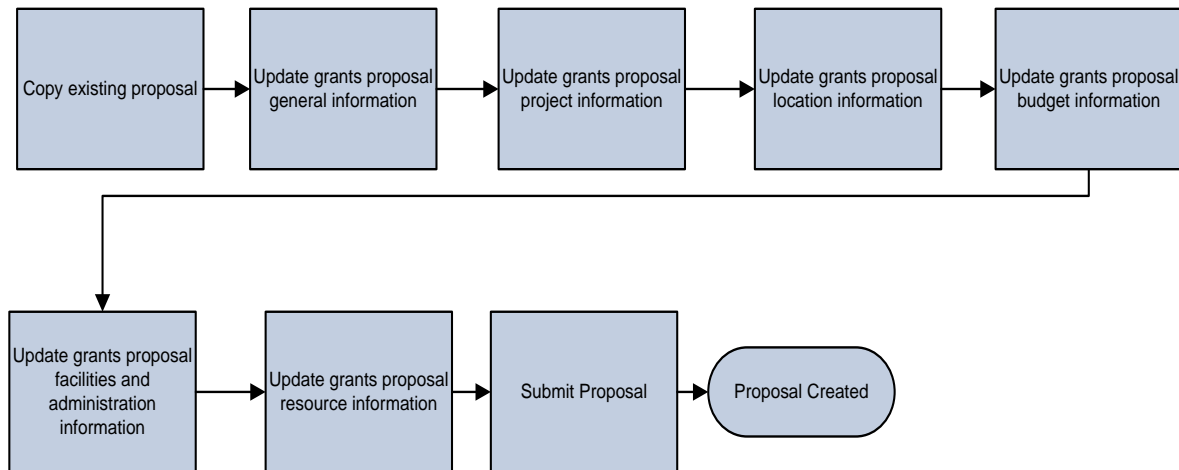


Figure 21. Copy Existing Proposal Process

Participant Notes:

Page Name	Navigation
Copy Proposal	Grants>Proposals>Copy Proposal

Copy Proposal

From Proposal: GM-000000142 *To Proposal:

From Version ID: V101 To Version: NEXT

From Start Date: 10/13/2009 To Start Date:

From End Date: 12/31/2009 To End Date: 12/31/2009

Budget Period				
Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	10/13/2009	10/31/2009	<input type="text" value="10/13/2009"/>	<input type="text" value="10/31/2009"/>
2	11/01/2009	12/31/2009	<input type="text" value="11/01/2009"/>	<input type="text" value="12/31/2009"/>

Project

☒ From Project ID: 000000000000103 Test To Project ID:

☐ Primary Project

Budget	
From Budget ID	To Budget ID
<input checked="" type="checkbox"/> BUD	<input type="text" value="BUD"/>

Figure 22. Copy Proposal Page

Fields	Description
To Proposal	NEXT appears by default. When you click Copy , SMART generates the next proposal ID that is available. You are able to name your Proposal ID, Project ID, and Budget ID on this page if you choose to. It is recommended that you update these fields to an agency-defined value.

Participant Notes:

Fields	Description
To Start Date and To End Date	By default, SMART populates the start and end dates of the proposal from which you are copying; however, you can change these values. If you change the start and end dates on the target proposal, the copy process changes the start and end dates for all of its projects and activities.

Table 14. Copy Proposal Fields



Walkthrough/Activity

We will now complete Activity 2: Copying Existing Proposals in your Activity Guide.

Topic 3: Submitting Proposals

- After you complete the proposal, the next step is to take the proposal through the approval and submission process
- You can assign approvers to a proposal before sending to the sponsor, if your agency is using workflow. Job Aid “Workflow Approvals” contains the process for workflow agencies.

Participant Notes:

Page Name	Navigation
Submit Proposal	Grants>Proposals>Submit Proposal

Submission
[Official](#)
[Grants.gov](#)

Proposal ID: GM-000000121

Version ID: [V101](#)

Opportunity Number:

Title: Test Proposal


PI Name: Blane, Jonas

Proposal Status: Institution Approved

Proposal Valid From:

Sponsor Proposal ID:

Sponsor: Special Education and Rehabilitative Svc

Location: 

Submitted On:

*Submit Status: Not Submitted

Proposal Valid To:

Transmission By: v

Grants.gov Tracking Number:

[Return To Maintain Proposal](#)

Figure 23. Proposal Submission Page

Fields	Description
Submit Status	Select status of "Submitted". After you mark a proposal version as "Submitted", you can no longer modify any of the proposal information for that version. To make any modifications to a proposal after it has been submitted, you must create a new version of the proposal.

Table 15. Proposal Submission Fields

Participant Notes:



Walkthrough/Activity

We will now complete Activity 3: Submitting Proposals in your Activity Guide.

Topic 4: Creating Awards

- The award generation process is an automated process that creates your award infrastructure for you. This allows better management of your grant award by housing key information related to the grant in one place.
- Only proposals with a status of “Submitted” are available for selection when you run the **Generate Award** process
- This process also creates a project, a contract, and the necessary setup to manage the award transactions
- Run this process before the grant is approved by the sponsor if pre-award spending is necessary. In most cases, this process is run after the sponsor issues the formal grant award.

Participant Notes:

Page Name	Navigation
Generate Award	Grants>Proposals> Generate Award

Generate Award

From Proposal: GM-000000121

To Award:

From Version: V101

☐ Pre-award Spending

Project

Find | View All First 1 of 1 Last

☒ Primary Project

☒ From Project: 000000000000092 Test Proposal Project:

Budget

Customize | Find First 1 of 1 Last

	From Budget	Activity
<input checked="" type="checkbox"/>	BUD	<input type="text" value="BUD"/>

Generate

Figure 24. Generate Award Page

Participant Notes:



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Fields	Description
Pre-Award Spending	<p>Select to create an award that has pre-award spending. If you are generating an award that was already created for pre-award spending, this field will be unavailable.</p> <p>To initiate pre-award spending:</p> <ol style="list-style-type: none">1. Run the process with the Pre-award Spending check box selected to bring over the project and budget level information to SMART Project Costing.2. When the proposal officially becomes an award, run the award generation process again to finalize the proposal as an award and create the Customer Contract to allow for billing of the project costs.
To Award	<p>Enter an award name the first time that you run the award generation process. SMART creates certain key fields on the first run even though the award records do not yet exist. This field is display-only the second time that you access the page, preventing you from changing the award name.</p>
From Project	<p>Select to specify which proposal projects or project budgets should map to the award</p>

Participant Notes:

Fields	Description
Generate	<p>Click to run the award generation process. This process creates information in the award pages from the proposals pages.</p> <ul style="list-style-type: none"> • At least one proposal project must be within the proposal that you are moving. If not, SMART displays an error message. • Budget ID in Grants is the Activity ID in Projects • You must select at least one budget ID within a proposal for every selected project. If you do not, SMART displays a warning message indicating you must select a budget ID.

Table 16. Generate Award Fields



Walkthrough/Activity

We will now complete Activity 4: Creating Awards in your Activity Guide.



Walkthrough/Activity

We will now complete Activity 5: Creating Grants in your Activity Guide.

Lesson Review

In this lesson, you learned:

- How to create a grant proposal and proposal budget
- How to copy an existing proposal to another
- How to submit a completed proposal
- How to generate an award

Participant Notes:



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Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Website – Projects/Grants materials
- OMB Circular A-87, 2 CFR Part 225, "Cost Principles for State, Local, and Indian Tribal Governments"
- OMB Circular A-102, "Grants and Cooperative Agreements with State and Local Governments"
- Grants Management Common Rule for State and Local Government (codified in each federal agency's set of CFRs)
- OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
- Grant Award Agreements

Participant Notes:



Lesson 3: Managing Grants

Objectives

Upon completion of this lesson, you will be able to:

- Update award information for award profiles and budgets
- Review Projects and Activities
- Activate a contract/award
- Understand grant closure
- Run federal grant reports

Topic 1: Understanding Award/Grant Management

- The information that you create and maintain in the award profile establishes an award. An award is associated with one business unit, one billing sponsor, and one award sponsor. Each award must have at least one project, which also includes at least one activity, which is created along with the contract during the Generate Award process. The bulk of this award setup information appears by default when you run the Generate Award process, saving you from unnecessary data re-entry.
- After running the Generate Award process, use the components within the Awards Pagelet to validate the award information and finalize the budget
- You can confirm “Active” status for the project and activity
- The contract status must be set to “Active” after award generation in order to process billing and revenue recognition
- The statuses of the billing and revenue recognition plan are tied to the contract status. Once the contract is activated the related billing and revenue recognition plan will be in “Ready” status as well.

Participant Notes:

Topic 2: Updating Awards

- After running the Generate Award process, use the **Award Profile** pages to change or add information about the grant including funding, resource, terms, and milestone information
- This information populates from the proposal. Updates are only needed if information has changed or is missing.
- Enter the sponsor award number in the **Reference Award Number** field. This value populates on some of the Grants invoice formats and prints on the Sponsor Draw Down Report. Reference Award number also ties the grant to the Federal Financial Report.
- If you receive additional funding for an award in progress, it must be manually updated before the project budget is finalized. The process for updating the project budget after it has been finalized is provided in the Job Aid “Updating a Finalized Budget”

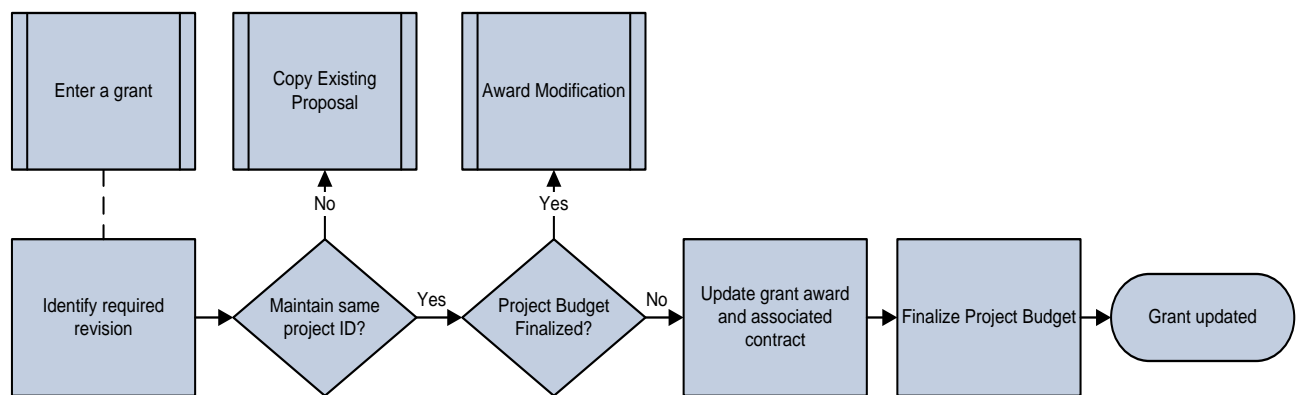


Figure 25. Updating a Grant Process

Participant Notes:

Page Name	Navigation
Award Profile	Grants>Awards> Award Profile>Award

Award

Funding

Resources

Certifications

Terms

Milestones

Key Words

Funding Inquiry

Award ID: TEST AD
Reference Award Number:

Title: [Description](#)

Award PI: [Reporting Role](#)

Sponsor: US Dept of Health & Human Svcs

Purpose: [Status: Accepted](#)

Award Type:

Proposal ID:

Version ID:

Start Date: [End Date: 02/22/2011](#)

[View Contract](#) [View Proposal](#) [Additional Information](#) [Grant Administrator](#) [Sponsor Website](#) [CFDA](#)

Primary Project PI: Smart,Jordan P

Associated Project
Customize | Find
First 1 of 1 Last

PC Business Unit	Project	Description
17300	0000000000000055	Building Addition

Figure 26. Award Page

Fields	Description
Grant Administrator	Enter administrative contact information for the grant
Sponsor Website	Enter the URL link for the sponsor
View Contract	Takes you into the contract created by the generate award process

Participant Notes:



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Fields	Description
View Proposal	Takes you into the proposal that was used to create the award

Table 17. Award Fields

- The **Funding** page maintains funding periods and amounts for each project. Use the **Show Next Row** buttons for each project, as an award can have multiple projects with multiple budget periods. You may also select **View All** to view all projects associated with the award.
- Remember that we define this data on the **Proposal** and **Budget** pages in the proposal. All of the fields that are on this page appear by default when you run the Generate Award process.

Participant Notes:

Page Name	Navigation
Funding	Grants>Awards> Award Profile>Funding

[Award](#)
[Funding](#)
[Resources](#)
[Certifications](#)
[Terms](#)
[Milestones](#)
[Key Words](#)
[Funding Inquiry](#)

Award ID: GM-000000121

Reference Award Number:

Award PI: Blane,Jonas

Currency: USD

Primary Project PI: Blane,Jonas

Total Award Amount: 80,000.00

Funding Info Find | View All | First 1 of 1 Last

Project: 000000000000092 Project PI: Blane,Jonas

Detail Customize | Find | First 1 of 1 Last

Period	*Start Date	*End Date	Funded Amount	To Project ID
1	09/21/2009	09/21/2010	80,000.00	000000000000092

Go To: [Sponsor](#) [Protocols](#) [Attributes](#) [Department Credit](#) [Notepad](#) [Award Modifications](#)

Figure 27. Funding Page

- The **Resources** page brings forward the resources information defined on the grant proposal

Page Name	Navigation
Resources	Grants>Awards> Award Profile>Resources

Participant Notes:

Award	Funding	Resources	Certifications	Terms	Milestones	Key Words	Funding Inquiry
Award ID: GM-000000121							
Reference Award Number:		<input type="text"/>					
Award PI: Blane,Jonas		Primary Project PI: Blane,Jonas					
<div>Detail Find View All First 1 of 1 Last</div>							
Project: 000000000000092		Project PI: Blane,Jonas					
<div>Resource Find View All First 1 of 1 Last</div>							
*Type: OTHER		<input type="button" value="+"/> <input type="button" value="-"/>					
Comments:		<input type="text"/>					
<div>Subrecipient Find View All First 1 of 1 Last</div>							
Subrecipient: Internal Revenue Service		<input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Search"/> <input type="button" value="Print"/> <input type="button" value="Email"/> <input type="button" value="Fax"/> <input type="button" value="Share"/>					
Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications							

Figure 28. Resources Page

- In Grants, milestones represent points during the award process that you want to mark for reporting purposes or use as a reminder. Milestones might include deadlines, deliverables, and reporting requirements, such as special sponsor reports and interim or final financial reporting.
- Use the **Notify** button to send an email notification, immediately, to the Award PI after filling out the required fields.
- Add additional milestones by clicking the Add button

Participant Notes:



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Walkthrough/Activity

We will now complete Activity 6: Updating Awards in your Activity Guide.

Topic 3: Reviewing Award Projects

- After the award generation process is complete, you can view the project profile information
- Similar to the award profile, most of the project profile information is populated during the award generation process
- Information can be viewed here, through the Grants>Awards>Project navigation as well as on the project page accessed through the Project Costing navigation Project Costing>Project Definitions>General Information

Participant Notes:



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Page Name	Navigation
General Information	Grants>Awards> Project>General Information

General Information | Project Department | Project Costing Definition | Manager | Location | Phases | Approval |

Project: 000000000000092 [Add to My Projects](#)

*Description: ☐ Program Processing Status: Active
*Integration: Labor Project Status: [Open](#)
Project Type:
Percent Complete: As Of:
Project Health: As Of:
☐ Work Order Managed

Project Schedule

*Start Date: *End Date: [Additional Dates](#)

Description [Find](#) | [View All](#) First 1 of 1 Last

Date/Time Stamp: 10/14/09 3:14:16PM User ID: FMSAROBINSON

Description:

Long Description:

[Save as Template](#) [Copy Project](#)

Figure 29. General Information Page

Participant Notes:



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Fields	Description
Description	Description of the project
Program	Select to designate this project as a program or summary project. When this option is selected, the system prevents you from adding activities to the program, because only projects can have activities. If you try to select this option for a project that already has activities, a message appears indicating that the project cannot be changed to a program because it has activities associated with it, and you must either remove the activities from the existing project or create a new program.
Processing Status	Displays the processing status that is associated with the project status. SMART uses the processing status to restrict incoming transactions.
Integration	Enter the integration template that is used to integrate this project with other SMART modules. For most agencies, this will be your agency ID.
Project Status	Enter the project's status when you are in add mode. After you save the project for the first time, the Project Status field becomes read only on this page and appears as a link to the Project Definitions - Status page so you can update the status.
Project Type	Displays the type of project that is currently being viewed
Percent Complete	Displays the percentage of the project completed
As of	Displays the date that you enter the percent complete data
Project Health	Displays the value that represents the project's health
As of	Displays the date that you enter the project health data
Work Order Managed	Work Order Managed in not used by SOK

Participant Notes:

Fields	Description
Additional Dates	Click to access the Additional Dates page, where you can enter or view project baseline start and finish dates, early start and finish dates, actual start and finish dates, and late start and finish dates
Description	Description of the project
Long Description	Displays additional project data

Table 18. General Information



Walkthrough/Activity

We will now complete Activity 7: Reviewing Award Projects in your Activity Guide.

Topic 4: Reviewing Award Project Activities

- All transactions associated with an award must be linked to a project and an activity to process the transactions against the award funding.
- When you run the **Generate Award** process, an activity is automatically created
- During post award processing, you can specify any additional activity information that was not already populated by the application
- Information can be viewed here through Grants<Awards<Project Activity as well as on the project activity page accessed through the Project Costing navigation Project Costing<Activity Definitions<General Information

Participant Notes:

Page Name	Navigation
Award Project Activities	Grants>Awards> Project Activity

General Information
Definition
FA Rates
Location
Attachments
Quality
User Fields
D

Project: 000000000000092

Activity: BUD

Description: Test Proposal

*Description:

Activity Type:

System Source:

Activity Owner:

Percent Complete:

Processing Status: Active

Activity Schedule

*Start Date:

*End Date:

Baseline Start Date:

Early Start Date:

Actual Start Date:

Late Start Date:

Baseline Finish Date:

Early Finish Date:

Actual Finish Date:

Late Finish Date:

Description
Find | View All | First 1 of 1 | Last

Date/Time Stamp: 10/14/09 5:14:17PM

User ID: FMSAROBINSON

Description:

Long Description:

Go To:
[Activity Team](#)
[Activity Status](#)
[Project Transactions](#)

Figure 30. Project Award Activities Page

Participant Notes:

Fields	Description
Activity Status	Status of activity
Start Date	The activity start date
End Date	The activity completion date
Project Transactions	Click to access the Transaction List page to view transactions for this activity

Figure 31. Project Award Activities



Walkthrough/Activity

We will now complete Activity 8: Reviewing Award Project Activities in your Activity Guide.

Topic 5: Updating Award Budgets

- The final step to prepare an award for processing is to establish the award budget and submit it to Commitment Control
- When you run the Generate Award process, SMART populates the **Budget Detail** page in Project Costing with summarized budget information.
- At this point make any additions or modifications, such as updating any amount changes, prior to finalization of the budget
- You must add the required ChartFields Department (defaulted from proposal), Fund Code, Budget Unit, Program Code and Account (F&A will default)
 - The Account Code must be a 'budgetary only' account so any account value that falls within that budgetary category can be used on transactions
- Only after the budget is finalized can transactions be applied against it

Participant Notes:

Page Name	Navigation
Budget Details	Grants>Awards> Project Budgets

Budget Detail

Project: 000000000000055 Building Addition
Budget Period: 1 **Begin Date:** 02/22/2010 **End Date:** 08/22/2010 [Finalize](#) [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$20,200.00 **Sponsor Budget** \$80,800.00 **Currency:** USD **Total Budget:** \$101,000.00

Budget Amounts for Period

[General](#) [Project Detail](#) [General Ledger Detail](#) [Commitment Control Detail](#) [Grants Detail](#) [Print](#)

Department	Fund Code	Budget Unit	Program Code	Account	Activity	Analysis Type	Source Type	Category	Subcategory
1730000000					NEW BUILDING	BUD			
1730000000					NEW BUILDING	CBU			
1730000000					NEW BUILDING	BUD			
1730000000					NEW BUILDING	CBU			

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Figure 32. Budget Detail

- For cost sharing funds, use the **General Ledger Detail** tab to validate and/or update the budget structure. The budget items will have an analysis type of **BUD (Total Cost Budget)** and **CBU (Cost Sharing Budget)**. This can also be viewed using the **Project Budget Inquiry** link in the **Awards** component.
- Use a **Cost Sharing** fund code to allow transactions to be split according to what your agency has set up.
- When a voucher is budget checked, posted and sent from Accounts Payable to Project Costing, you will have an **ACT (Actual Cost)** which will be billable (**BIL** row) to the sponsor and a **CAC (Cost Sharing Actuals)** for the remaining cost

Participant Notes:

shared amount which will not be billable – this will all be in the project Transaction List for reporting.

Page Name	Navigation
General Ledger Detail	Grants>Awards> Project Budgets>General Ledger tab

Budget Detail

Project: 000000000000055 Building Addition
 Budget Period: 1 Begin Date: 02/22/2010 End Date: 08/22/2010 **Finalize** [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$20,200.00 Sponsor Budget \$80,800.00 Currency: USD Total Budget: \$101,000.00

Budget Amounts for Period

General Project Detail General Ledger Detail Commitment Control Detail Grants Detail

Department	Fund Code	Budget Unit	Program Code	Account	Activity	Analysis Type	Source Type	Category	Subcategory	Service Location
1730000000	6105	0210	01030	51000	NEW BUILDING	BUD				
1730000000	1000	0210	01030	53900	NEW BUILDING	CBU				
1730000000	1000	0210	01030	52200	NEW BUILDING	BUD				
1730000000	1000	0210	01030	54200	NEW BUILDING	CBU				

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Figure 33. Budget Detail_General Ledger Detail

- Click **Finalize** after making any changes and adding the ChartFields to an active budget period. The system finalizes the plan by picking up the rows only for a budget period and not the entire plan. This allows agencies to update and finalize their budgets period by period.
- After finalizing the budget, check Commitment Control for any errors that may have occurred in the Budget Line(s). Update any necessary ChartFields, and click the Finalize button from the Budget Detail page

Participant Notes:

Page Name	Navigation
Review Commitment Control	Grants>Awards> Commitment Control Errors



Review Commitment Control

Business Unit 56500
Project GRANT-012
Budget Plan ID 1
Analysis Type BUD

[Send to Commitment Control](#)
[Process Monitor](#)

Commitment Control Transactions
Customize | Find | View All | First 1 of 1 Last

Exceptions
General
Projects Detail
General Ledger Detail
Commitment Control Detail

Activity	Budget Item	Sequence Number	Foreign Amount	Drill to Source	Header Line Details	Error
GRANT-012	FACADM	1	100000.00			Budget Creation Error

[Send to Commitment Control](#)
[Process Monitor](#)

[Save](#)
[Return to Search](#)
[Notify](#)

Figure 34. Review Commitment Control page

Participant Notes:

Page Name	Navigation
PC Budget Exceptions	Grants>Awards> Commitment Control Errors >Header Details > Header Details

PC Budget Exceptions
PC Line Exceptions

Journal ID 0010000361

Project GRANT-012

PC Business Unit: 56500

Activity GRANT-012

*Exception Type: Error ❏ Override Transaction

Maximum Rows: 100 ❏ More Budgets Exist

[Advanced Budget Criteria](#)

Search

Budgets with Exceptions
Customize | Find | View All |
First 1 of 1 Last

Budget Override
Budget Chartfields

Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1 56500	CC_PROJECT	Key Chartfield is Blank	More Detail	<input type="checkbox"/>	Go To ...

[Return to Review Commitment Control](#)

Save
Return to Search
Notify

[PC Budget Exceptions](#) | [PC Line Exceptions](#)

Figure 35. PC Budget Exceptions page

Participant Notes:

Page Name	Navigation
Error Explanation Page	Grants>Awards> Commitment Control Errors >Header Details > More Detail

Explain

Message:
Key Chartfield, FUND_CODE, is Blank

Description:
Key Chartfield, %1, is Blank

Return

Figure 36. Error Explanation page



Walkthrough/Activity

We will now complete Activity 9: Updating Award Budgets in your Activity Guide.

Topic 6: Reviewing Cost-Shared Amounts

- Cost sharing setup up is usually incorporated in the proposal creation. Cost sharing information can be viewed at any time using the **Project Budget Inquiry** page. Cost shared lines will show twice on the Budget Inquiry page, the **CBU** row is the amount the agency pays, the **BUD** row is paid by the sponsor.

Participant Notes:

Page Name	Navigation
Budget Inquiry	Grants>Awards> Project Budget Inquiry

Budget Inquiry

Business Unit: 17300 Project: 000000000000055 Description: Building Addition

Budget Period: Find | View All First 1 of 1 Last

Budget Period: 1 Currency: USD

Details Customize | Find | First 1-4 of 4 Last

Budget Lines	GL Info	Posted, FA, C/S Info
Budget Item	Activity	An Type Transaction ID BU Amount
CONSTR	NEW BUILDING	BUD 10000309 \$80,000.00
FRINGE	NEW BUILDING	BUD 10000311 \$800.00
CONSTR	NEW BUILDING	CBU 10000310 \$20,000.00
FRINGE	NEW BUILDING	CBU 10000312 \$200.00

Sponsor Direct: 80,800.00 Sponsor FA: 0.00 Total Sponsor Budget: 80,800.00

Institution C/S: 20,200.00

Figure 37. Budget Inquiry Page



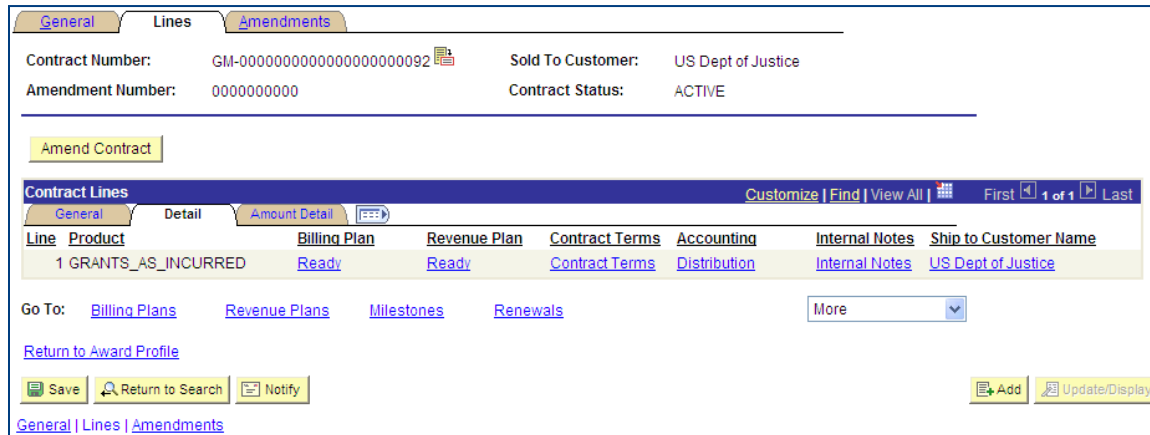
Walkthrough/Activity

We will now complete Activity 10: Reviewing Cost-Sharing Amounts in your Activity Guide.

- Access the **Lines** page of the contract to review the Billing and Revenue Plans status. Must be set to “Ready” in order for the contract to be set to “Active”
- If your sponsor has a **Letter of Credit ID (LOC Doc ID)**, it must be entered on the **Lines** page before the contract can be activated. This allows the award information to be included on the Sponsor Drawn-Down Report. If your agency doesn’t have this configured, a box will not be available for this ID.

Participant Notes:

Page Name	Navigation
Lines	Grants>Awards>Award Profile>View Contract



The screenshot shows the 'Lines' page in the PC362 system. At the top, there are tabs for 'General', 'Lines', and 'Amendments'. Below the tabs, the 'Contract Number' is GM-0000000000000000000092, and the 'Amendment Number' is 0000000000. The 'Sold To Customer' is US Dept of Justice, and the 'Contract Status' is ACTIVE. There is an 'Amend Contract' button. Below this is a 'Contract Lines' section with a table showing one line item: '1 GRANTS_AS_INCURRED'. The table has columns for 'Line', 'Product', 'Billing Plan', 'Revenue Plan', 'Contract Terms', 'Accounting', 'Internal Notes', and 'Ship to Customer Name'. Below the table, there are links for 'Go To: Billing Plans', 'Revenue Plans', 'Milestones', and 'Renewals'. There is also a 'Return to Award Profile' link. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Figure 38. Lines Page

Topic 7: Updating and Activating Award Contracts

- The status of the contract created by the Generate Award process defaults to “Pending” and must be set to “Active” in order to begin billing for project-related costs
- Changes here (Grants>Awards>Award Profile>View Contract link) are also reflected on the contract page accessed through the Contracts navigation (Customer Contracts>Create and Amend>General Information)
- If a milestone product is chosen, amount allocation steps must be completed prior to activation (shown in PC361 Contracts)

Participant Notes:

Page Name	Navigation
View Contract	Grants>Awards>Award Profile>View Contract

General

Lines

Contract Number: GM-000000121
Sold To Customer: Special Education and Rehabilitative Svc
*Contract Status: ACTIVE

Add to My Contracts

Description: Test Proposal
Contract Admin: Labor
Region Code:
Contract Type: GRANTS
Currency Code: USD
Exchange Rate Type: CRRNT
Contract Signed: 09/21/2009

Processing Status: Pending
Amendment Status
Business Unit: Labor
Contract Classification: Standard
Last Amended:
Start Date: 09/21/2009
End Date: 09/21/2010
Last Update Date/Time: 10/14/2009 3:15:08PM
Last Update User ID: FMSAROBINSON

Other Information

Summary of Amounts

Go To:
[Billing Plans](#)
[Revenue Plans](#)
[Milestones](#)
[Renewals](#)
[Amount Allocation](#)
More

Figure 39. View Contract Page

Fields	Description
Contract Status	Status of the contract. Set to Active to activate the award contract.

Table 19. View Contract Fields



Walkthrough/Activity

We will now complete Activity 11: Activating Contracts in your Activity Guide.

Participant Notes:

Topic 8: Understanding Grant Closure

- Once an award or contract reaches completion, the final step in the grants management process is to close out the award
- There are several steps required to complete the award close out process, including:
 - Closing the grant-related projects and activities in Project Costing
 - Closing the grant-related contracts, including the billing and revenue plans in Contracts
- Access to the pages for closing the project/activities along with billing plan/revenue plan and the contract requires the Project Manager and Contracts Manager roles, respectively. If an end user only has the Grants Manager or Grants Approver role, they must work with their agency's Project and/or Contracts Manager to complete these activities.

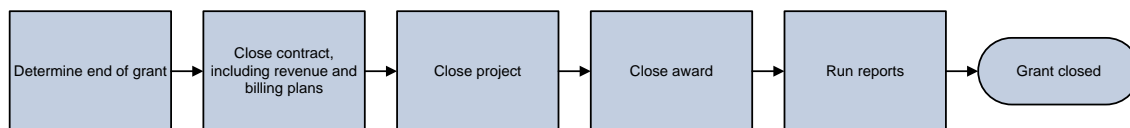


Figure 40. Close a Grant Process



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Closing Grants.

Topic 9: Running Federal Grant Reports

- Federal Cash Transactions Report (SF-272) & Financial Status/Interim Outlay Report (SF-269a) will be combined as the Federal Financial Report. This report captures information from the **Reference Award Number** entered on the projects page. This report is located: *KS > KS GM > Federal Financial Report*.

Participant Notes:

- The Schedule of Expenditures of Federal Awards (SEFA) Report captures project information from the Project Type field. After the Award Generation process, go to the project that was created and enter a value in the Project Type field. The SEFA Report is located: *Project Costing > Reports > Schedule of Expenditures of Federal Awards*.
- The Sponsor Draw-Down Report for awards associated with grants is located: *Customer Contracts > Reports > Sponsor Draw Down Report*



Walkthrough/Activity

We will now complete Activity 12: Managing Grants in your Activity Guide.

Lesson Review

In this lesson, you learned:

- How to update award profile information
- How to review project profile and project activity information for an award
- How to update budget information for an award
- How to review cost sharing amounts
- How to update contract information and activate an award
- The closing of a grant process
- The explanation of Federal Reports



Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Website – Projects/Grants materials

Participant Notes:



PC362: Managing Grants Participant Guide

Statewide Management, Accounting and Reporting Tool



- OMB Circular A-87, 2 CFR Part 225, "Cost Principles for State, Local, and Indian Tribal Governments"
- OMB Circular A-102, "Grants and Cooperative Agreements with State and Local Governments"
- Grants Management Common Rule for State and Local Government (codified in each federal agency's set of CFRs)
- OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
- Grant Award Agreements

Participant Notes: